



TITLE: Production Planner

LOCATION: Parsons, Kansas

Magnum Systems, Inc. is seeking exceptional people who are **HARDWORKING, TRUSTWORTHY, AND RELIABLE** and can succeed in a fast-paced work environment.

Become part of our tradition! Magnum Systems' was built on a strong sense of community and an outstanding commitment to the personal growth of our people. If you enjoy being part of something special, then bring your energy and come grow with us!

SUMMARY/OBJECTIVE

The Production Planner ensures all scheduling activity is coordinated to hit deadlines, understands impact of delays from one department to the other, and provides updated data regarding time needed for specific equipment and systems through all phases of Magnum Systems' processes. This position will identify lags or potential bottlenecks throughout the organizations through reports, time studies, and manpower; will have access to individual department scheduling procedures, planned vacations, and area shutdowns for improvements/ maintenance/training/meetings. Will be familiar with potential system closings from sales, proposed delivery of the systems, and provide feedback on scheduling issues prior to the PM setting timeline for the customer. May also provide General Manager with foresight to dead weeks in drafting, fabrication, or assembly for more aggressive sales decisions.

ESSENTIAL FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Identify, research, present, and implement procedures for operational efficiency between departments. Work with team to identify, present, and implement procedures for company-wide efficiency and profitability.
- Recommend to General Manager opportunities to fill voids in the process cycle with more aggressive sales negotiations.
- Work with purchasing on vendor delays or extended timelines to factor in on future job timelines.
- Monitor material flow to ensure shipping goals are met and collaborate with engineering personnel.
- Have overall view on proposed jobs to close in a week/month through the complete delivery cycle.
- Other duties and responsibilities as assigned, including special projects.

COMPETENCIES

- **Critical Thinking Skills:** Must be able to proactively identify needs, predict obstacles, assess solutions, and communicate importance of accountability.
- **Communication and Interpersonal Skills:** Must work closely with other departments, employees, customers, executive team, and vendors. *Listening and providing an environment for open communication from all levels is critical.*
- **Detail Oriented:** Must understand that everything that leaves our facility (drawings, written and verbal communication, etc.) is a representation of the employees, the company and its reputation.
- Must have concept of "the big picture" when it comes to internal changes of policy or procedure.
- Organized and deadline oriented for deliverables and overall timeline coordination.
- **Continuous Education Driven:** Looking to improve every day and leading by example.
- Outstanding leadership skills.

THE PEOPLE, PARTS, AND SYSTEMS THAT KEEP THE LINE MOVING.

EDUCATION AND EXPERIENCE

Minimum Requirements:

- High School Diploma or GED
- One-year manufacturing scheduling/planning experience
- One year-experience in a manufacturing environment

Preferred:

- Bachelor's Degree in Business
- One-year MS Project experience

SUPERVISORY RESPONSIBILITY

This position has no supervisory responsibilities.

POSITION TYPE/EXPECTED WORK HOURS

This is a full-time position. Typical days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m. Occasional evening and weekend work may be required as job duties demand.

WORK ENVIRONMENT

This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

The performance of this position may occasionally require exposure to the manufacturing areas, which may require the use of personal protective equipment such as safety glasses with side shields, mandatory hearing protection, and safety footwear.

PHYSICAL ACTIVITIES AND REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

TRAVEL

Travel is primarily local during the business day; although, some out-of-area (between locations) and overnight travel may be expected.

OTHER DUTIES

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this position. Duties, responsibilities, and activities may change at any time with or without notice.

ABOUT US

Magnum Systems is an industry leader in designing and manufacturing bulk material handling equipment and custom-engineering plant-wide, integrated systems. We provide individual equipment as well as automated systems designed for both interior and exterior plant locations that handle bulk materials such as bulk powders, granules, flakes or pellets. Our equipment and systems are custom engineered for each step in the bulk material handling process.

Roll up your sleeves and work alongside the best in our industry. Our wide range of systems and customers offer plenty of opportunities to put your skills to the test and learn a few new ones. Our managers know great talent when they see it, and we invest in what makes Magnum Systems a leader in our field – people like you.

JOIN OUR TEAM

If you're looking to find a place where the people are passionate about what they do and work on a team that is looking toward the future, Magnum Systems is the place for you. Roll up your sleeves and work alongside the best in our industry. Some of the quality benefits we offer:

- Health, Dental, Disability, and Life Insurance
- Pre-Tax Savings Program
- Paid Time Off
- 401K

WORK AUTHORIZATION

Applicants must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Visa sponsorship is not available for this position.

Magnum Systems' policy is to provide equal opportunity to all people without regard to race, color, religion, national origin, ancestry, marital status, veteran status, age, disability, pregnancy, genetic information, citizenship status, sex, sexual orientation, gender identity or any other legally protected category.

Magnum Systems is proud to be a drug-free workplace.